

**UNITED STATES DISTRICT AND BANKRUPTCY COURT
FOR THE DISTRICT OF IDAHO**

PRO SE PRO BONO PROGRAM

- A. PROGRAM** The Court has consistently been committed to the fair and efficient resolution of pro se cases. In order to assist in the administration of justice, the Court is authorizing limited funding for attorneys, legal interns and law students appointed in civil and bankruptcy pro se matters to cover out-of-pocket expenses.

Through this Pro Bono Program, the Court is authorizing reimbursement of out-of-pocket expenses necessarily incurred by court-appointed attorneys, legal interns or law students, representing indigents in civil and bankruptcy cases not covered by the Criminal Justice Act. Said reimbursement is limited to Seven Hundred and Fifty Dollars (\$750) per case at the discretion of the trial judge.

- B. FUNDING FOR PRO SE PRO BONO PROGRAM** Funds for this program will come from the District of Idaho's, Non-Appropriated Fund (attorney admission fund). Other funds may be donated by members of the bar.

All funding for this program, except the initial funding referred to in paragraph C, must be authorized in advance by the presiding judge on a case by case basis. In the event of a showing of extraordinary circumstances, the requirement of prior approval may be waived by the presiding judge.

Additionally, the funds may be used for purposes which enhance the purpose and goals of creating, supporting and maintaining groups of volunteer lawyers who will assist the court in representing indigents in pro bono civil and bankruptcy cases.

Continued funding and the use of any non-appropriated funds are subject to annual review and approval by the judges of the court.

- C. ASSISTANCE BY UNIVERSITY OF IDAHO LAW SCHOOL** In an effort to assist the Court in addressing these concerns, the University of Idaho has agreed to set up and manage the Federal Court Pro Se Referral Program to assist with meritorious civil and bankruptcy pro se cases. Upon referral from the District or Bankruptcy Court, the Law School will appoint law students to review and work on these cases.

In order to begin this program, the Court has authorized \$2000 to be used for costs associated with out of pocket expenses involved in civil and bankruptcy cases. Such expenses, copy costs, deposition costs and other discovery costs are appropriate uses of these funds. The Law School agrees to account for these and other funds on the forms provided by the Court.

- D. LEGAL INTERNS** The supervising attorney or Law School will comply with Local Rule 83.4 (g) regarding legal interns.
- E. AUTHORIZATION PRIOR TO EXPENDITURE** The presiding judge will refer cases to this program and authorize, by court order, up to \$750.00 per case for reimbursement of out-of-pocket expenses in pro se civil and bankruptcy cases.
- F. REQUIREMENTS FOR ATTORNEYS, LAW STUDENTS AND LEGAL INTERNS** Attorneys, legal interns or law students and the director of the Law School, will screen and investigate the referred case as appropriate.

The Law School will submit quarterly reports to the Clerk of Court which outline the status of the project, including cases, activities and the use of allocated funds to-date.

- G. REQUEST FOR REIMBURSEMENT** After appointment by the presiding judicial officer, the attorney, legal intern or University of Idaho will submit a request for reimbursement of out-of-pocket expenses on the form approved by the court. Said requests for reimbursement should be submitted no more than 3 times in any one case.

The request for reimbursement should be sent to the presiding judicial officer, reviewed and if appropriate, approved for payment from the District of Idaho's Non-Appropriated Fund. No reimbursements may exceed \$750 for any one case.

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Order Appointing Attorney, Legal Intern) Case Caption: _____
or Law School student, and Referring Case)
to Pro Se Pro Bono Program) Case # _____

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Pursuant to the provisions of the Pro Se Pro Bono Program, the Court authorizes referral of the above entitled case to said program, and upon application and approval, will authorize up to \$750.00 to reimburse out-of-pocket expenses related to the pro se civil or bankruptcy proceeding. The following person(s) is/are appointed to work in the above entitled case:

_____, Attorney at Law

_____, Supervising Attorney for Legal Intern

_____, Supervising Attorney for Law School Student

Dated this _____ day of _____, _____.

Presiding Judge

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Application for Reimbursement of Out-) Case Caption _____
of-Pocket funds pursuant to the Pro Se) Case # _____
Pro Bono Program)

Attorney, Law School or Student Intern Name and Mailing Address:	
Telephone Number:	
Person Represented:	
E-Mail Address:	
CLAIM FOR REIMBURSEMENT OF EXPENSES	
CATEGORY OF EXPENSE	AMOUNT CLAIMED
Copy costs	
Deposition costs or transcripts:	
Telephone charges	
Court Fees	
Witness fees	
Interpreter fees	
Other. Please list:	
TOTAL CLAIMED	

I [] have or [] have not previously submitted a claim on this case. The total claims submitted on this case to date total _____.

CERTIFICATION OF ATTORNEY, STUDENT INTERN OF LAW SCHOOL: I swear or affirm that the above listed costs were incurred in the above entitled case.

Date: _____ Name and Signature _____:

APPROVAL FOR PAYMENT: The total amount approved for this claim is _____.

Presiding Judge